
MEMORANDUM



TO: ALL P-CARD USERS
FROM: ERIC HASKELL (FINANCE)
RE: P-CARD TRAVEL POLICY
DATE: JULY 1, 2002

You are strongly encouraged to use your City of Middletown Purchasing Card for work-related travel. We hope that the convenience and simplicity of electronic purchasing will make business-related travel a more rewarding experience for you.

When using your p-card for travel, please adhere to the following guidelines.

Your travel plans (including conference registration) must be disclosed to- and approved by- both your department head and the Mayor in advance of booking.

To obtain approval, please complete a "Request for P-Card Travel Expenses" form. This form is online at <http://www.cityofmiddletown.com/pcard/travelform.pdf>, and replaces the "Request for Advance Funds" form. Advance funds will no longer be distributed in conjunction with work-related travel.

The "Request" form asks for a summary of estimated expenditures summarized by type (conference registration, airfare/railfare, auto rental, meals, lodging, etc.), as well as a description of the nature of your travel.

Submit your completed form to your department head. He/she will make a decision on your request, submit your request to the Mayor, and return the request to you.

Once you have received a fully approved copy of your "Request" form, you may use your p-card to purchase your travel arrangements. As it may take some time to approve a "Request" form, please submit the form well in advance of any relevant deadlines.

When you return from your travel, submit a receipt for each purchase to your department's budget analyst (or similar staffperson). If your spending exceeds your estimates, you must additionally file an explanation with your department head.

If you use your personal automobile for travel, you may be reimbursed for mileage using a standard expense report. Please submit an expense report to your department head for approval following the conclusion of your travel. Please note that p-cards are **never** to be used for gasoline for your personal automobile.

Although other out-of-pocket expenses may be reimbursed using an expense report, you are encouraged to use your p-card for travel expenses whenever possible.

Questions about this p-card travel policy may be directed to Phyllis Prokop at 344-3465. Thank you—